ALL USERS
This Quick Start Guide is Intended for users with login privileges.

RFO Report

Get an overview of your business.

Print Tip:

To print a report, a printer must be installed in the Windows environment.

How to Run an RFO Report

Two common reports management will access are the RFO, or Restaurant Financial Overview, and the payroll report.

Important: Access to the reports screen is a manager privilege.

The reports screen

Log in to the terminal using a four-digit PIN.

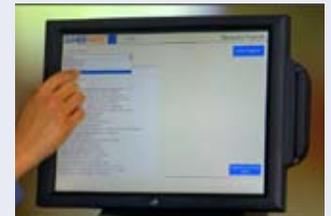**1.** From the order entry screen, touch **'Manager'** at the top right of the screen.

The manager screen appears.

2. Touch **'Reports'.** The Reports screen appears.

3. From the upper left drop down menu, select Sales. By default, sales reports appear first.

4. Use the **view pane** that appears and **highlight the report** desired.

There are three different RFO reports.

To save a report, **select 'Restaurant Financial Overview with Excel.'**

5. Select the date and time via the calendar and clock icons.

6. Touch **'Show Report'** on the right of the screen.

Once the report appears, **the report can be saved** in an Excel file format.